



CERTIFICATE OF INSURANCE

SPECIAL EVENT LIABILITY COVERAGE – REQUIRED FOR ALL EVENTS

A Certificate of Insurance is an informational document that provides proof of specified insurance coverage. Although the TCA cannot recommend any one company, here are some insurance websites that specialize in selling special event insurance only: www.theeventhelper.com, www.privateeventinsurance.com, or www.wedsure.com. Please refer to the sample certificate of insurance on page 2 with numbers and letters corresponding to the paragraphs below.

1) Insured

The insured is required be the name of the individual, organization or company named as the client on the TCA License Agreement.

2) Coverages

As outlined in Section 9 of the TCA Operating Policies, the Certificate of Insurance must include the following:

- A) Commercial general liability: \$1 million limit for each occurrence and a \$2 million limit for general aggregate.

ONLY IF APPLICABLE:

- B) Commercial automobile liability: For businesses and organizations that own or will be hiring vehicles to execute their event, \$1 million combined single limit per accident, including coverage for owned, hired and non-owned vehicles, as applicable. *If the client possesses valid vehicle insurance, this provision may be waived.*
- C) Worker's compensation coverage: Organizations, regardless of for-profit or nonprofit status, must supply proof of coverage if the organization employs one or more individuals.

3) Additional Insured Language

Add the exact language below to the description box. [name] indicates your event information.

"The city of Tempe, a municipal corporation, its officers, agents, volunteers and employees for the event taking place in the [rental space name(s)] at the Tempe Center for the Arts on [month(s) day(s), year(s)]; for [type of event]. The naming of the city as an additional insured shall in no way be construed as giving rise to responsibility or liability of the city for applicable deductible amounts under such policy(s)."

4) Certificate Holder

City of Tempe
Tempe Center for the Arts
700 W. Rio Salado Parkway
Tempe, AZ 85281

For questions or more information, contact Seth Willey at (480) 350-2814 or by email at seth_willey@tempe.gov.

ACORD CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YY)
Month/Day/Year

PRODUCER

Your Insurance Agency Here

THIS CERTIFICATE ISSUED AS A MATTER OF INFORMATION ONLY
AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER.
THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE
COVERAGE AFFORDED BY THE POLICIES BELOW.**INSURERS AFFORDING COVERAGE**

INSURED

Your Name Here
Address
City, State Zip Code

INSURER A: Insurance Company

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES**SAMPLE COPY / SAMPLE COPY / SAMPLE COPY**THE POLICES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD
INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH
RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES
DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS
SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXP DATE (MM/DD/YY)	LIMITS
2 A B C	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Policy Number	Date of First Event or Setup	Date of Last Event or Take Down	EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (any 1 fire) \$ MED EXP (any 1 person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	Policy Number	Date of First Event or Setup	Date of Last Event or Take Down	COMBINED SINGLE LIMIT (Ea Accident) \$ 1,000,000 BODILY INJURY (per person) \$ BODILY INJURY (per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC \$ AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ _____				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	Policy Number	Date of First Event or Setup	Date of Last Event or Take Down	<input type="checkbox"/> WC Statutory Limits <input type="checkbox"/> Other E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE -EA EMPLOYEE \$ 500,000 E.L. DISEASE -POLICY LIMIT \$ 500,000
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

The city of Tempe, a municipal corporation, its officers, agents, volunteers and employees for the event taking place in the [rental space name(s)] at the Tempe
Center for the Arts on [month(s) day(s), year(s)]; for [type of event]. The naming of the city as an additional insured shall in no way be construed as giving rise to
responsibility or liability of the city for applicable deductible amounts under such policy(s).

CERTIFICATE HOLDER [N] ADDITIONAL INSURED; INSURER LETTER: _____

City of Tempe
Tempe Center for the Arts
700 W. Rio Salado Parkway
Tempe, Arizona 85281SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED
BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE
DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS

Signature of authorized insurance representative